

ALABAMA
DEPARTMENT OF REVENUE

*Alabama Business
Taxes*

Pathway

TO REGISTRATION



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***All Businesses:***

☐ Contact the Internal Revenue Service (1-800-829-1040 for tax information, or 1-800-829-3676 for forms and publications) in order to determine if:

- a Federal Employer's Identification Number (FEIN) is needed (Form SS-4).
- requirements for Federal Estimated Income Tax are met (proprietors, partners, corporate shareholders, etc.), (Form 1040ES).
- Federal Self-Employment Tax is required.
- or request the following forms and/or publications: SS-4 (FEIN application form), W-4's (Federal Exemption Certificates), Circular E (Federal Tax Tables), 1040ES (Federal Declaration of Estimated Income Tax), Publication 334 (Tax Guide for Small Businesses) and/or other forms or publications.

☐ Contact the Alabama Department of Revenue's Taxpayer Service Center in your area to determine what (if any) state taxes apply.

☐ Determine if a privilege license is required (see below). If so, purchase it.

- County and State Licenses – County Courthouse (Probate Judge or License Commissioner).
- City Licenses – City Hall.

☐ Contact the local county tax assessor's office in the county or counties in which you own property in order to meet all requirements of assessing all of your real property and business personal property.

☐ Contact the Alabama Department of Revenue, Individual Income Tax Section at 334-242-1000 to determine if requirements for Alabama Individual Estimated Income Tax (Form 40ES) are met (proprietors, partners, corporate shareholders, etc.).

- Proprietors, partners and certain other individuals must report estimated earnings and remit the income tax on those earnings quarterly. (See Alabama Form 40ES and Federal Form 1040ES.)

☐ At year-end, individuals must file Alabama Form 40 and Federal Form 1040 to report actual yearly earnings. (See Forms 40, 1040, and Schedule C for instructions.)

☐ You must keep all financial and accounting records that clearly reflect income and expenses from three (3) to six (6) years.

☐ If you are late with any tax return, contact the appropriate agency immediately. Instructions will be given as to what course of action you must follow. Reply to all correspondence from these agencies immediately.

☐ Contact the Small Business Development Center closest to you in order to determine what, if any, other requirements there may be. The Small Business Development Centers around Alabama are good sources for determining local requirements, any requirements exclusive to the type of business you are in, marketing information for your business, how to obtain small business loans, etc. Please see the list provided at the end of this publication.

All Businesses That Have Employees:

☐ Contact the IRS in order to determine if federal withholding requirements apply (see previous).

☐ To register for a withholding tax account number contact the Alabama Department of Revenue, Central Registration Unit, 334-242-1170 and request Form COM-101 (Combined Registration Form), A-4's (Alabama Exemption Certificates), and Alabama Withholding Tax Tables. These forms and tables can also be obtained from the Department's website at www.ador.state.al.us (Withholding Tax).

☐ Contact the Alabama Department of Industrial Relations to obtain requirements for Worker's Compensation Insurance at 334-242-2868 or 1-800-528-5166 and State Unemployment Compensation tax at 334-242-8830. Additional information can be obtained at www.dir.state.al.us.

☐ Contact city and county officials to determine if any occupational taxes are applicable.

☐ Have all employees complete Forms A-4 (state) and W-4 (federal) and keep these on file.

☐ Withhold income tax from your employees according to the Alabama Withholding Tax Tables and the Federal Circular E using the information on the A-4 and W-4.

☐ Forward your Alabama Form A-1 along with a check for Alabama income tax withheld to the Department of Revenue. Forward Federal Forms 940 (Federal income tax withheld, social security and medicare) and 941 (Federal unemployment) along with checks to the appropriate agencies. (See the appropriate forms and booklets for the due dates, penalties, etc.)

☐ At the end of the year, complete Form A-3 (state) and Form W-3 (federal) and send them to the appropriate agency along with the proper copy of W-2's.

☐ Furnish each employee with a copy of the employee's W-2 on or before the last day of January.

☐ If you have "Contract Labor," please contact the Alabama Taxpayer Service Center in your area for verification. (See list of offices at the end of this publication.)

All Retail Businesses:

(businesses which sell tangible personal property to the end user or the consumer.)

☐ Check previous categories to determine if any apply.

☐ Contact the Alabama Department of Revenue, Central Registration Unit at 334-242-1170, and request Form COM-101 (Combined Registration Form) to register for a sales or seller's use tax license*. This form can also be obtained from the Department's website at www.ador.state.al.us (Sales and Use Tax).

☐ Contact city and county officials to determine if there are any local sales taxes that you must register to collect and report. A current list of all city and county tax rates are available on the Department's website at www.ador.state.al.us (Sales & Use Tax).

*Rental businesses must register for a state rental tax license, and lodgings establishments (i.e. hotels, motels, etc.) must register for state and local lodgings tax licenses.

All Wholesalers *(businesses which sell exclusively to retailers, manufacturers, or other wholesalers)* and/or Manufacturers:

☐ Check previous categories to determine if any apply.

☐ Contact the Alabama Department of Revenue, Sales, Use & Business Tax Division, or any local Taxpayer Service Center to determine if a Certificate of Exemption, Consumers Use Tax License, or other registration is required.

All Corporations and Limited Liability Entities:

☐ Check previous categories to determine if any apply.

☐ Contact the Secretary of State's Office.

- Foreign corporations (those that are incorporated in states other than Alabama) must qualify to do business in Alabama with the Alabama Secretary of State. Call the Secretary of State's office at 334-242-5324 or visit www.sos.state.al.us to obtain an application for certificate of authority (Form CD-2). Form CD-2 must be filed with the Secretary of State along with a \$175 qualification fee and a certified copy of the articles of incorporation.

- Domestic corporations (those that are incorporated in Alabama) must incorporate by first reserving the corporate name with the Alabama Secretary of State and then filing articles of incorporation (original and two copies) and the certificate of name reservation with the probate judge of the county in which the corporation has its initial registered office, along with the appropriate filing fees (\$50 for Secretary of State and a probate judge fee of a minimum of \$35). Contact the Secretary of State's Office at 334-242-5324 or visit www.sos.state.al.us for more information.

- Contact the Alabama Secretary of State's office at 334-242-5324 or visit www.sos.state.al.us for questions regarding organizing domestic (those that are created in Alabama) or registering foreign (those that are created in states other than Alabama) limited liability entities (Limited

Partnerships, Limited Liability Partnerships and Limited Liability Companies).

☐ File and remit Alabama Business Privilege Tax.

- All corporations and limited liability entities (Limited Partnerships, Limited Liability Partnerships and Limited Liability companies) are required to file and pay Alabama Business Privilege Tax no later than 30 days after the taxpayer comes into existence, qualifies, or registers to do business or commences to do business in Alabama. Contact the Alabama Department of Revenue at 334-353-7923 or www.ador.state.al.us (Business Privilege Tax) to obtain an initial Form PSA.

All Contractors:

☐ Check previous categories in order to determine if any of the other requirements previously mentioned will apply.

☐ Contact the Alabama Department of Revenue, Sales, Use & Business Tax Division at 334-242-1490, to determine if any taxes will apply to your business activity (i.e., sales tax, contractor's gross receipts tax, consumers use tax, etc.)

☐ Contact the Contractor's Licensing Board at 334-272-5030 for additional licensing requirements.

All Other Business Types Not Listed Here:

If your business falls into a category that has not been covered, you should:

☐ Check previous categories to determine if any of the above requirements apply to your business.

☐ Contact the Alabama Department of Revenue's Taxpayer Service Center in your area to determine what (if any) state taxes apply.

☐ Contact the IRS at 1-800-829-1040 to determine what (if any) federal taxes will apply.

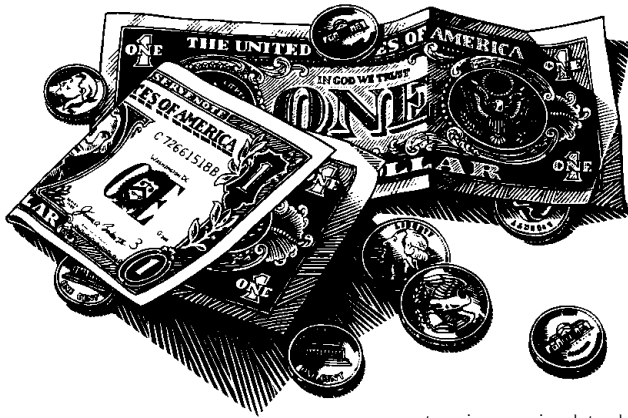
☐ In Alabama there is no one central licensing authority for the various regulatory and professional licenses which may be required for businesses and individuals. You may wish to consult with your accountant and/or make inquiries at the local level to ensure that you have met all necessary licensing requirements.

Summarization of Alabama Taxes And Fees

One of the most frustrating things to deal with as a new business is taxes. Taxes require not only the money to pay them, but also a great deal of time to plan for them and prepare the returns correctly.

The Alabama Department of Revenue administers over 50 different state taxes. Most of the taxes administered by the Revenue Department will affect businesses only. The following is a listing of the business-related taxes that are administered by the Alabama Department of Revenue. This guide will attempt to familiarize you with these taxes as much as the available space will allow. For organizational purposes, these taxes have been grouped according to the divisions which administer them. This should also provide businesses with a quick reference for the specific taxes and telephone numbers for each operating division.

The taxes administered by the Individual and Corporate Tax Division include:



- Individual Income Tax
- Estate and Fiduciary Tax
- Agent's Occupational License Fee
- Corporate Income Tax
- Business Privilege Tax
- Financial Institutions Excise Tax

INDIVIDUAL INCOME TAX is due on the entire net income of every individual domiciled in Alabama, and of every non-resident deriving income from within Alabama. Income

tax is required to be paid throughout the year either by withholding or estimated tax payments. The approximate individual rate is from 2% to 5% on income over \$1,875 (single, or married filing a separate return) or \$3,750 (married filing a joint return).

Filing Requirements

- Individual income tax returns filed on a calendar year basis must file on or before April 15 following the close of the calendar year.
- Individual income tax returns filed on a fiscal year basis must file on or before the 15th day of the fourth month following the close of the fiscal year.

WITHHOLDING TAX – The law requires most employers to withhold Alabama income tax from employees' wages. The employer withholds Alabama income taxes on the basis of the information furnished by the employee on Form A-4, Exemption Certificate. The amount of tax withheld is computed using the withholding tax tables or the formula provided in the "Alabama Department of Revenue Withholding Tax Tables and Instructions for Employers and Withholding Agents" publication.

Filing Requirements

- Whenever a new employee begins a new job, the employee is required to complete Form A-4 and file it with the employer. **A Federal Form W-4 will not be recognized in lieu of Form A-4.** If an employer fails to secure a completed Form A-4 from an employee, the employer must withhold Alabama income taxes on the basis of no exemptions. Every employer is required to secure a completed exemption certificate on each employee, even though the employer may not be required to withhold any Alabama income tax.
- A Withholding Tax Account Number must be obtained before Alabama income tax withheld can be remitted to the Alabama Department of Revenue. To register for a Withholding Tax Account Number, the employer or withholding agent must file a completed Form COM-101 (Combined Registration Form) with the Alabama Department of Revenue. Once Form COM-101 is received, a withholding tax account number will be assigned and a preprinted coupon book will be mailed to the employer or withholding agent. The employer must use this withholding tax account number to identify all payments of Alabama withholding tax and include the number on all correspondence concerning the business' income tax withholding accounts.
- Withholding tax returns are required to be filed monthly and/or quarterly, and annually.

For more information regarding withholding tax, please contact the Withholding Tax Section at 334-242-1300 or visit the Department's website at www.ador.state.al.us (Withholding Tax).

A **DECLARATION OF INDIVIDUAL ESTIMATED INCOME TAX** is required of an individual subject to income tax if the individual anticipates having income from sources other than wages. In the case of a single or married person filing a separate return of \$1,875 or more and, in the case of a married person living with spouse and filing a joint return of \$3,750 or more, a declaration of estimated income tax is required. If the amount of estimated tax due is less than \$100, no estimated tax is required to be filed.

Filing Requirements

- Estimated tax returns must be filed on or before April 15 of each taxable year. Estimated tax may be paid in full or in equal installments on or before April 15, June 15, September 15, and January 15. Later filing dates are allowed for individuals that have at least 2/3 of estimated gross income for the taxable year derived from farming.

For more information regarding individual estimated tax, please contact the Individual Tax Section at 334-242-1000 or visit the Department's website at www.ador.state.al.us (Income Tax).

CORPORATE INCOME TAX is a tax on every Corporation organized under the laws of Alabama and every foreign corporation doing business in Alabama. Alabama corporate income tax is based on the net taxable income derived from business conducted within the state.

- The tax rate is 6.5%.
- Corporations deriving income from both within and outside the State of Alabama determine the amount of net income apportioned to Alabama by applying an equally weighted three factor formula of property, payroll, and sales to total net income.

Filing Requirements

- Corporate income tax returns and payment are due by March 15 or the 15th day of the third month after the end of the fiscal year. Corporations file Form 20C and payment with the Alabama Department of Revenue, Individual Corporate Tax Division.
- Corporations that anticipate having a tax liability of \$5000 or more must file and pay estimated tax on a quarterly basis by April 15th for calendar year taxpayers or by the 15th day of the fourth month of the fiscal year for fiscal year taxpayers. The second, third and fourth installments are due and payable on the 15th day of the sixth, ninth and twelfth months of the taxable year respectively. The amount of any required installment shall be 25% of the required annual payment.

For forms or more information regarding corporate income tax, contact the Individual & Corporate Tax Division at 334-242-1200 or visit the Department's website at www.ador.state.al.us (Income Tax).

BUSINESS PRIVILEGE TAX is an annual privilege tax levied on every corporation, limited liability entity (Limited Partnership, Limited Liability Partnership, or Limited Liability Company) and disregarded entity doing business in Alabama, or organized, incorporated, qualified, or registered under the laws of Alabama. The business privilege tax replaces the former franchise tax.

- The Business privilege tax is calculated on the taxpayer's net worth apportioned to Alabama. Net worth apportioned to Alabama is calculated as follows: net worth plus additions minus exclusions times the apportionment factor less the deductions.
- The tax rates are graduated and based on the entity's federal taxable income apportioned to Alabama. The rate ranges from \$.25 to \$1.75 for each \$1,000 of net worth apportioned to Alabama.
- The minimum business privilege tax is \$100.
- The maximum business privilege tax is \$15,000 with the following exceptions:

- Financial institutions, financial institution groups and insurance companies have a maximum business privilege tax liability of \$3 million.
- An electing family limited liability entity has a maximum business privilege tax liability of \$500.

Filing Requirements

- The Business privilege tax accrues as of January 1 of every taxable year. In the case of a taxpayer organized during the year, qualifying during the year, or doing business in Alabama for the first time, the tax accrues as of the date of organization, qualification or beginning to do business and is due 30 days thereafter.
- Form PSA and payment or Form PSE (extension) and payment are to be filed with the Alabama Department of Revenue, Individual & Corporate Tax Division, Business Privilege Tax Section by March 15th for corporations or April 15th for limited liability entities. The initial return is due 30 days after organization, qualification or beginning to do business.

For forms or more information regarding business privilege tax, contact the Business Privilege Tax Section at 334-353-7923 or visit the Department's website at www.ador.state.al.us (Business Privilege Tax).

FINANCIAL INSTITUTION EXCISE TAX is an excise tax measured by net income on every financial institution engaging in banking, conducting the business of a financial institution, conducting credit card business through the issuance of credit cards to Alabama residents or businesses, or conducting a business employing moneyed capital coming into competition with the business of national banks.

- The tax rate is 6.5%
- Entities with business income taxable both within and outside the State of Alabama will allocate and apportion business income.

Filing Requirements

- Form ET-1 and payment are to be filed with the Alabama Department of Revenue, Individual & Corporate Tax Division, Financial Institution Excise Tax Unit by April 15.
- Extensions can be requested up to July 15.

For forms or more information regarding financial institution excise tax, contact the Individual & Corporate Tax Division at 334-353-9448 or visit the Department's website at www.ador.state.al.us (Income Tax).

The taxes administered by the Sales, Use & Business Tax Division include:

- Casual Sales & Use Tax
- Utility Gross Receipts Tax
- Sales Tax
- Mobile Telecommunication Services Tax
- Seller's Use Tax
- Consumer's Use Tax
- Pharmaceutical Providers Tax
- Lodgings Tax
- Alabama Nursing Facilities Privilege Tax
- Rental or Leasing Tax
- Utility Service Use Tax
- Contractor's Gross Receipts Tax
- Hydro-Electric K.W.H. Tax
- Utilities License Fee (2.2%)
- Alabama Dry Cleaning Trust Fund Fee
- Coal Severance Tax
- Local Solid Minerals Taxes
- Iron Ore Severance Tax
- Forest Products Severance Tax
- Gasoline Tax
- Gasoline Aviation & Jet Fuel Tax
- Lubricating Oil Tax
- Motor Carrier Mileage Tax
- Motor Fuels Tax (Diesel)
- Oil & Gas Privilege Tax
- Oil & Gas Production Tax
- Statement of Gross Sales (Wholesale Oil License)
- Playing Cards Tax
- Privilege License Tax
- Automotive Dismantler & Parts Recycler License
- Motor Vehicle Dealer Regulatory License
- Store Licenses
- Tobacco Products Tax
- State Administered County Tobacco Taxes
- Pari-mutuel Pool Tax and State Horse Wagering Fee
- Hazardous Waste Disposal Fees
- Local Gasoline and Motor Fuel Taxes
- Underground and Aboveground Storage Tank Trust Fund Charge

SALES TAX is a privilege tax imposed on the retail sale (a sale made to the end-user) of all tangible personal property sold in Alabama by businesses located in Alabama. The tax rates are:

- 1.5% of the net difference paid for farm machinery; this rate also applies to the gross receipts from sales of machines, parts, and attachments for machines used in manufacturing, processing, compounding, mining, and quarrying tangible personal property.
- 2% of the net difference paid for new and used automotive vehicles, truck trailers, semi-trailers, and manufactured homes.
- 3% of the retail sale of food for human consumption sold through coin-operated vending machines.
- 4% of the gross receipts of sales of all tangible personal property (other than that listed previously and specifically exempted by law) and the gross receipts from places of entertainment or amusements.

Local sales taxes are also due, and these rates vary. The State of Alabama administers about 200 different city and county sales taxes; however, we do not administer all county or city sales taxes. Therefore, be advised to contact all counties and municipalities in which you do business in order to determine if you should register with them to collect their local tax. Current listings of all

city and county tax rates and the addresses and phone numbers of non-state administered localities are available on the Department's website at www.ador.state.al.us (Sales & Use Tax).

Example: If you are making sales in the city of Birmingham, you need to register with the State of Alabama in order to collect state sales tax, but you will also need to register with the city of Birmingham and Jefferson county to collect their local taxes.

Discounts – A discount is allowed if sales tax is paid on a timely basis. The discount is to be computed as follows: 5% on the first \$100 of tax due, and 2% of all tax over \$100 but is limited to a total of maximum discount of \$400.00 per month.

Due Dates for Sales Tax – A taxpayer whose total state sales tax liability averages less than two hundred dollars (\$200) per month during the preceding calendar year may elect to file and pay state sales tax and state-administered local sales taxes on a calendar quarter basis. The election to file and pay quarterly must be made in writing to the Revenue Department no later than February 20 of each year in which the taxpayer wishes to file and pay taxes quarterly. Quarterly returns and payments are due by the 20th of January, April, July, and October for the previous calendar quarter's sales.

A taxpayer whose total state sales tax liability during the preceding calendar year was ten dollars (\$10) or less shall file and pay state sales tax and state-administered local sales taxes annually. The annual return and payment are due by January 20th for the previous year's sales.

Taxpayers, who do not qualify to report and pay sales taxes annually or who do not qualify or who have not elected to file and pay sales taxes quarterly, must report and pay state sales taxes and state-administered local sales taxes on a monthly basis. Monthly tax returns and payments are due by the 20th of each month for the previous month's sales.

Exemptions – There are many exemptions from sales tax; some of the more common items which are exempt are:

- **gasoline.**
- **lubricating oil.**
- **fertilizer** (when used for agricultural purposes only).
- **feed for livestock** (does not include dog or cat food).
- **sales** made **directly** to the federal government, the State of Alabama, and counties and municipalities of the State of Alabama.
- **sales** made directly to all public schools.
- **sales** made to some non-profit agencies such as Alabama Sheriffs Boys Ranch, or Boy & Girl Scouts of America. (These agencies have been specifically exempted by the Alabama Legislature.)
- **City and County** owned and operated hospitals and nursing homes.

- **Wholesale** sales (sales made to entities which resell these items) are exempt from sales tax; however, the burden of proof as to whether or not a sale is wholesale rests with the seller. The seller, in order to protect himself or herself, should obtain and keep on file, a copy of the purchaser's sales tax license or exemption certificate. The seller may contact the Alabama Department of Revenue, Sales, Use & Business Tax Division, to determine the authenticity. If none of these can be obtained, it is not recommended that the sale be made tax-free (See Seller at risk and Record keeping sections on page 15 of this publication).
- **Items** which are purchased with food stamps are exempt to the extent such purchases are paid for with food stamps; all other items purchased by the food stamp program participant remain subject to sales tax.
- **Insecticides** (when used for agricultural purposes or by persons who are properly permitted for structural pest control work).

** All churches and many non-profit agencies are **not** exempt from sales tax.

Withdrawals – Items purchased at wholesale, which are withdrawn for use, are subject to sales tax. Withdrawals include any items that are purchased tax-free for resale, but are withdrawn from inventory and used by the owner/employees instead of being sold. The cost of these items should be reported on line 1(b) of the state sales tax report. If estimated state sales tax returns are required withdrawals should be reported on line 2(b). Withdrawals also include the cost of items withdrawn from inventory and used by the seller and/or employees in making additions to real property.

SELLER'S USE TAX is imposed on the retail sales of all tangible personal property sold in Alabama by businesses located outside Alabama which have no inventory located in Alabama, but are making retail sales in Alabama via sales offices, agents, or by any significant recurring contact or "nexus" with Alabama. No discounts apply. The tax rate is:

- 4% on the sales price of tangible personal property; 1.5% on machinery used in mining, quarrying, compounding, processing, manufacturing, and on the net difference paid for farm machinery; 2% of the sales price of automotive vehicles or on the net difference of such sales when a trade-in is involved. In addition to the state rate, there may also be city and/or county use taxes due; these rates vary.

CONSUMER'S USE TAX is imposed on tangible personal property brought into Alabama for storage, use, or consumption in the state when the seller did not collect sales or use tax on the sale of the property. The rates are the same as Alabama seller's use tax. No discounts apply.

Reciprocity – If a sales or use tax equal to or greater than the amount of the Alabama tax is paid to another state or any subdivision thereof under a requirement of law, the property which is the subject of such tax when imported for use or consumption in Alabama is not subject to the use tax. If the amount of tax paid to the other state or any subdivision thereof is less than the Alabama tax, the difference between the out-of-state tax and the Alabama tax must be paid.

LOCAL USE TAX – Many cities and counties have use tax requirements patterned after the state law. Purchases from in-state vendors located in areas outside of these Alabama cities and counties where sales are made for use within those city and county taxing jurisdictions could be subject to that particular city or county use tax. If a local city sales or use tax is paid on property under a requirement of law, no other additional city tax is due on the subsequent use, storage, or consumption of that property in another city. Likewise, if a local county sales or use tax is paid on property under a requirement of law, no other additional county tax is due on the subsequent use, storage, or consumption of that property in another county. A current list of all city and county tax rates is available on the Department's website at www.ador.state.al.us (Sales & Use Tax).

Due Dates for Use Tax – A taxpayer whose total state use tax liability averages less than two hundred dollars (\$200) per month during the preceding calendar year may elect to file and pay *state use tax* on a calendar quarter basis. A taxpayer whose total state sales tax liability averages less than two hundred dollars (\$200) per month during the preceding calendar year *and* whose total state use tax liability also averages less than two hundred dollars (\$200) per month during the preceding calendar year may elect to file and pay *state-administered local use taxes* on a calendar quarter basis. The election to file and pay quarterly must be made in writing to the Revenue Department no later than February 20 of each year in which the taxpayer wishes to file and pay taxes quarterly. Quarterly returns and payments are due by the 20th of January, April, July, and October for the previous calendar quarter's sales.

A taxpayer whose total state use tax liability during the preceding calendar year was ten dollars (\$10) or less shall file and pay state use taxes annually. A taxpayer whose total state *sales* tax liability during the preceding calendar year was ten dollars (\$10) or less shall file and pay state-administered local use taxes annually. The annual return and payment are due by January 20th for the previous year's sales.

Taxpayers who do not qualify to report and pay use taxes annually or who do not qualify or have not elected to file and pay use taxes quarterly, must report and pay state use taxes and state-administered local use taxes on a monthly basis. Monthly tax returns and payments are due by the 20th of each month for the previous month's sales.

LODGINGS TAX is a privilege tax on persons, firms, and corporations engaged in renting or furnishing rooms, lodgings, or other accommodations to transients for periods of less than 180 days of continuous occupation and applies to all charges for providing such accommodations. This tax also applies to charges for personal property used or furnished in such rooms or lodgings. The tax should be remitted monthly by the 20th of each month following the month in which the tax accrues. The tax rate is:

- 5% of the charges for accommodations in counties of the geographic region comprising the Alabama Mountain Lakes area (Blount, Cherokee, Colbert, Cullman, DeKalb, Etowah, Franklin, Jackson, Lauderdale, Lawrence, Limestone, Madison, Marion, Marshall, Morgan, and Winston counties).

- 4% of the charges for accommodations in all other Alabama counties.

Some examples of entities subject to this tax are those entities engaged in the operation of: hotels, motels, lodges, inns, tourist courts, tourist homes, camps, trailer courts, or any other place where rooms, apartments, cabins, sleeping accommodations, house trailer parking accommodations or other accommodations are made available to travelers, tourists, or other transients.

The applicable local lodgings tax rate should be charged in addition to the State lodgings tax.

RENTAL TAX is a privilege tax levied on the lessor for the leasing or renting of tangible personal property. The gross receipts (including any rental tax invoiced) from the leasing or rental of tangible personal property are subject to the State rental tax at the following rates:

- | | |
|-----------------------|------|
| • Automotive vehicles | 1.5% |
| • Linens / garments | 2.0% |
| • Other | 4.0% |

This tax is due on “true leases” (those leases in which the title to the property is retained by the lessor at the end of the lease agreement). “Conditional sale leases” (those in which the title of the property is transferred to the lessee at the end of the lease agreement) are subject to sales tax. No discounts apply.

The applicable local rental tax should be computed and paid in addition to the state rental tax. A current list of all city and county tax rates is available on the Department’s website at www.ador.state.al.us (Sales & Use Tax).

Due Dates for Rental Tax – A taxpayer whose total state rental tax liability averages less than two hundred dollars (\$200) per month during the preceding calendar year may elect to file and pay state rental tax and state-administered local rental taxes on a calendar quarter basis. The election to file and pay quarterly must be made in writing to the Revenue Department no later than February 20 of each year in which the taxpayer wishes to file and pay taxes quarterly. Quarterly returns and payments are due by the 20th of January, April, July, and October for the previous calendar quarter’s rental receipts.

A taxpayer whose total state rental tax liability during the preceding calendar year was ten dollars (\$10) or less shall file and pay state rental tax and state-administered local rental taxes annually. The annual return and payment are due by January 20th for the previous year’s rental receipts.

Taxpayers, who do not qualify to report and pay rental taxes annually or who do not qualify or have elected to file and pay rental taxes quarterly, must report and pay state rental tax and state-administered local rental taxes on a monthly basis. Monthly tax returns and payments are due by the 20th of each month for the previous month’s rental receipts.

Recordkeeping for sales tax purposes – It shall be the duty of every person engaging or continuing in this state in any business for which a privilege tax is imposed by Alabama law to keep and preserve suitable records of the gross sales, gross proceeds of sales and gross receipts, or gross receipts of sales of such business and such other books or accounts as may be necessary to determine the amount of tax for which the taxpayer is liable under the provisions of Alabama law. It shall be the duty of every person to keep and preserve all invoices of goods, wares, and merchandise purchased, for resale or otherwise, and all such books, invoices, and other records shall be open for examination by the Department of Revenue or its duly authorized agent. Any person selling both at wholesale and retail shall keep books to show separately the gross proceeds of wholesale sales and the gross proceeds of retail sales (Also see Exemptions - Wholesale sale section). All sales shall be subject to tax in the absence of such separate records.

Seller at risk – It is the seller's duty under the Sales and Use Tax Laws to know the general and customary business of customers and to collect the amount of tax due (if any). The seller is not, however, expected to follow each article of goods sold to its final use; therefore, accountability is not held for an isolated transaction made by customers or for personal isolated use of property. Where a seller sells to a customer who both uses and sells from the same stock of goods, such seller may sell tax-free, at wholesale, all of the goods so used and resold. A seller, who acts in good faith and reasonably believes a tax exempt purchase is legal, is not liable for sales or use tax later determined to be due on a sale for which the purchaser provides the seller with a state sales and use tax exemption certificate (Form STE-1). (Also see Exemptions - Wholesale sale section.)

Over-Collections Law – According to the Section 40-23-26(d), **Code of Alabama 1975**, any over-collection of sales tax by a retailer from the customer must be paid to the State unless such over-collection results solely from rounding the correct amount of tax upward to the nearest cent. Over-collections of local sales tax must be reported and paid on your local sales tax return in the same manner as over-collections are to be reported on your state sales tax return.

Requirement to make estimated state sales tax payments – Any taxpayer whose average monthly state sales tax liability was \$1,000 or more during the preceding calendar year shall make estimated payments on or before the 20th day of the month in which the liability occurs. These estimated payments shall equal the lesser of 2/3 of the taxpayer's actual tax liability for the same calendar month of the preceding year or 2/3 of the current month's estimated liability. Taxpayers required to make estimated payments of state sales tax are notified by the Alabama Department of Revenue in advance of the effective date of their falling under this requirement.

Any questions regarding any of the taxes detailed previously should be directed to the Sales and Use Tax Section at (334) 242-1490. Any questions regarding the following taxes or fees should be directed to the Business & License Tax Section at (334) 242-9600 or through the Department's website at www.ador.state.al.us.

COAL SEVERANCE TAX is a privilege tax levied on every person mining coal in Alabama. There are two tax levies totaling \$.335 cents per ton.

LOCAL SOLID MINERALS TAXES – Local governments may levy a tax on minerals severed within their counties. The Alabama Department of Revenue collects the taxes for Bibb, Cleburne, Coosa, Elmore, Hale, Jackson, and Marshall counties. Cleburne county levies a tax on the severance and transportation of sand, clay, silt, loam, dirt, gravel, rock or any combination thereof. Bibb county levies a tax on stone. Elmore and Hale counties levy a tax on clay, sand, and gravel. Jackson and Marshall counties levy a tax on coal. Coosa county levies a tax on earthen material severed. The tax rates vary by county.

IRON ORE SEVERANCE TAX is a privilege tax levied on every person mining iron ore in Alabama. The tax rate is \$0.03 per ton of 2,240 pounds.

FOREST PRODUCTS SEVERANCE is a tax on the severing of timber or other forest products from the soil. The tax rate varies according to the measurement specifications and types of forest products severed (See following).



- Pine lumber, \$.50 per 1,000 board feet, or \$.75 per 1,000 feet log scale, or \$.10 per ton if sold as logs;
- hardwood, and others, \$.30 per 1,000 board feet, or \$.50 per 1,000 feet log scale, or \$.065 per ton if sold as logs;
- pulpwood, chemical wood, and bolts are \$.25 per cord, or \$.10 per ton;
- cross ties are \$.015 per piece, or \$.15 per ton;
 - switch ties are \$.025 per piece, or \$.17 per ton;
 - turpentine is \$.15 per 400 lb. barrel;
 - mine ties and coal mine props are \$.125 per 100 pieces, or \$.15 per ton;
 - pine ore mine props are \$.75 per 1,000 feet log scale, or \$.15 per ton, or \$3.125 per lineal foot;
 - hardwood ore mine props are \$.50 per 1,000 feet log scale, or \$.15 per ton, or \$3.125 per lineal foot;
- stumpwood is \$.125 per ton;
- poles and pilings are \$1.875 per 1,000 board feet, or \$.205 per ton;
- additional privilege tax is levied on processors and manufacturers using timber at 50% of the severance tax.

GASOLINE TAX is an excise tax of \$.16/gal. upon the sale, consumption, distribution, storage, or withdrawal from storage of gasoline. This includes gasoline, naphtha, and other liquid motor fuels or devices or substitute therefor used in internal combustion engines. This tax does not apply to those products known commercially as “kerosene oil” or “crude oil.”

AVIATION GASOLINE AND JET FUEL TAX is on the sale, consumption, distribution, or withdrawing from storage in Alabama, for any use, of aviation products. Tax rates, per gallon, are:

- Aviation Gasoline \$.030
- Jet Fuel \$.010

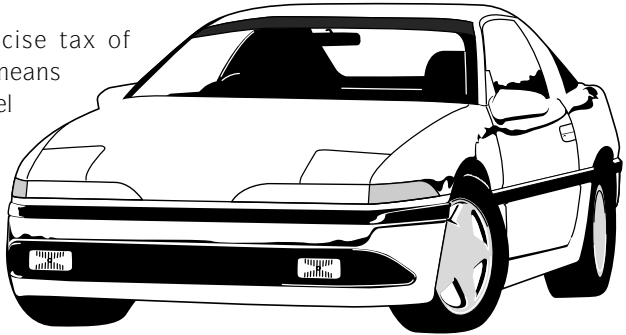
LOCAL GASOLINE AND MOTOR FUEL TAXES – Local governments may levy a gasoline and motor fuel tax on all gasoline and motor fuel sold in the county or city. The Alabama Department of Revenue collects the gasoline and motor fuel excise taxes for Cullman, Jackson and Lowndes counties. The tax rates and exemptions vary by county.

LUBRICATING OILS TAX is levied on the selling, distributing, or withdrawing from storage in Alabama, for any use, lubricating oils, greases, or substitutes (this does not include kerosene, fuel oil, or crude oil). The tax rate is \$.06 per gallon.

MOTOR CARRIER MILEAGE TAX – Certain contract carriers and common carriers are required to pay mileage tax to the state as compensation for use of the public highways. Tour bus and charter operations are exempt from this tax.

MOTOR FUELS TAX is an excise tax of \$.17/gal. upon the receipt, by any means other than a transfer by a marine vessel or pipeline, of motor fuel from a terminal, refinery, barge, barge line, or pipeline terminal in Alabama, or upon import into Alabama by means other than pipeline, marine vessel, or the fuel supply tank of the vehicle, for any use of the motor fuel not exempted.

This includes diesel fuel, tractor fuel, fuel oil, distillate, kerosene, or jet fuel.



STATEMENT OF GROSS SALES (WHOLESALE OIL LICENSE) is an annual license which is paid by the first seller selling fuel oils, illuminating oils, and lubricating oils at wholesale in Alabama. The license is based on a rate of one-half of one percent of the entity's gross sales for the preceding fiscal year (October 1 through September 30).

OIL AND GAS PRIVILEGE TAX is an annual privilege tax on all persons engaged in the business of producing or severing oil or gas from beneath the soil or water. The tax rate varies from 2% to 8% of the gross value of the oil or gas at the point of production. Natural gas lawfully injected into oil or gas pools or reservoirs in the soil or beneath the soil or waters of the state is exempt from this tax. Natural gas lawfully injected into the earth for the purpose of lifting oil or gas in the state is exempt from this tax. However, if any gas injected is sold for such purposes or injected into underground storage facilities, then the gas is not exempt from this tax. Natural gas lawfully vent-

ed or flared in connection with the production, treatment, or processing of oil or gas is exempt from the tax.

OIL AND GAS PRODUCTION TAX is on the production of oil or natural gas severed from any well or wells in Alabama and is paid on a monthly basis. The tax rate is 1% or 2% of the gross value of the oil or gas at the point of production. This tax is collected and calculated on the same basis as the oil and gas privilege tax.

TOBACCO PRODUCTS TAX is on the sale, storage, or distribution of tobacco or tobacco products by wholesalers and retailers, and use by consumers and is paid on a monthly basis by filing a report or by purchasing revenue stamps. The tax rates vary. The Sales, Use & Business Tax Division also administers a variety of county tobacco taxes. Contact the Sales, Use & Business Tax Division for the appropriate rates on all products.

PLAYING CARD TAX is a tax on any business or individual selling, storing, or using playing cards. The tax is collected when the revenue stamp is purchased for application to the package of cards. In addition to this tax, each retailer must pay an annual fee for the privilege of selling playing cards. The tax rate is:

- \$.10 per deck.
- \$3 annual license tax on retail dealers selling playing cards.

PARI-MUTUEL POOL TAX/FEE includes a tax on the operators of dog race tracks and a fee on the operators of horse race tracks. The tax/fee is paid on a monthly basis and the rate is:

- 1% of the pari-mutuel pool on all pari-mutuel races.
- 1% of the pari-mutuel pool on all pari-mutuel races requiring the selection of 3 or more racers.
- 1% of the horse wagering handle.

HAZARDOUS WASTE FEE is a fee levied on the operators of commercial hazardous waste sites receiving waste for disposal. The fee is paid on a monthly basis. Fee rates are based on toxicity and are as follows:

- \$41.60 per ton for "RCRA" (Resource Conservation and Recovery Act) and "PCB" (Polychlorinated Biphenyl) waste.
- \$103.60 per ton for "P" waste.*
- \$66.60 per ton for "U" waste.*
- \$11.60 per ton for all other waste.
- \$1.00 per ton on total tonnage.

* "P" and "U" wastes are outdated products or chemicals, with "P" wastes being acutely hazardous.

For additional local fees levied, contact the county in which the site is located or the Sales, Use & Business Tax Division.

UNDERGROUND AND ABOVEGROUND STORAGE TANK TRUST FUND CHARGE is a charge imposed on the first withdrawal of motor fuels in this state and motor fuels delivered into this state. The operator of the motor fuels bulk facility and the owner of the motor fuels being delivered into Alabama are responsible for collecting and remitting the charge. The charge is due on a monthly basis and based on the following graduated scale:

Gallons	Charge	Gallons	Charge	Gallons	Charge
0– 500	\$ 1.50	3001–3500	\$10.50	6001–6500	\$19.50
501–1000	3.00	3501–4000	12.00	6501–7000	21.00
1001–1500	4.50	4001–4500	13.50	7001–7500	21.50
1501–2000	6.00	4501–5000	15.00	7501–8000	24.00
2001–2500	7.50	5001–5500	16.50	8001–8500	25.50
2501–3000	9.00	5501–6000	18.00	8501 or more	27.00

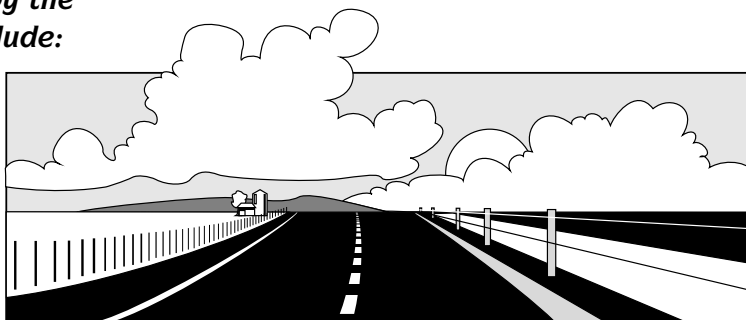
AUTOMOTIVE DISMANTLER AND PARTS RECYCLER LICENSE is an annual license which is required of all persons engaged in the business of purchasing, dismantling, disassembling, or repairing wrecked, abandoned, or repairable motor vehicles and selling the usable parts. This tax also applies when selling these vehicles as a unit at wholesale, or selling the hull after the parts have been removed.

MOTOR VEHICLE DEALER REGULATORY LICENSE is an annual license required of all persons engaged in the business of selling, reconditioning, or rebuilding motor vehicles in the State of Alabama.

STORE, BUSINESS, VOCATION, & OCCUPATIONAL LICENSES – City and county officials will also determine what local licenses and permits are necessary. A variety of business privilege licenses are administered by the Alabama Department of Revenue which affect proprietorships, partnerships, and corporations as well as certain professions. Licenses are issued and fees are collected at the local level usually by the probate judge or the license commissioner of the county where the business is located, or, in some situations, where the business activity takes place. Fees vary dependent upon the type of license required, and, in some cases, upon the population of the area where the business is located or upon the volume of business. It is important to be aware that one business may require several different types of business privilege licenses depending upon the services offered or products sold by the business. Licenses must be renewed each year by October 31.

The taxes administered by the Property Tax Division include:

- Property Tax (Ad Valorem Tax)
- Deeds and Assignments
- Freight Line Railroad Equipment Tax



PROPERTY TAX is a tax levied on the owners of real and personal property within Alabama. All property, must be assessed each year, between October 1 and December 31, with the local county taxing official of the county where the property is located. Class I property is directly assessed by this division based on Information filed by March 1st each year. Property will be assessed in one of the following four classes and assessment ratios:

Class I. All property of utilities	30%
Class II. All property not otherwise classified.	20%
Class III. All agricultural, residential, forest property, and historical building sites	10%
Class IV. All private passenger automobiles and motor trucks used for personal use.	15%

- The tax rate is 6.5 mills per dollar of assessed value for the state; local rates vary.

Example: If you have a \$100,000 home located in the city of Montgomery, the taxes would be:

\$100,000	value of the home.
<u>x .10%</u>	(.10) assessment ratio for single family owner occupied residence.
\$ 10,000	assessed value of the home.
\$ 10,000	assessed value of the home.
<u>x .0065</u>	(6.5 state millage rate.)
\$ 65	state property tax due.
\$ 10,000	assessed value of the home.
<u>x .0155</u>	(15.5 Montgomery county millage rate.*)
\$ 155	Montgomery county taxes due.
\$ 10,000	assessed value of the home.
<u>x .0125</u>	(12.5 City of Montgomery millage rate.*)
\$ 125	Montgomery city tax due.

*Local millage rates will vary.

Total taxes due:	
\$ 65	State.
155	Montgomery county.
<u>125</u>	City of Montgomery.
\$ 345	Total Property Tax Due.
Less Homestead Exemption.	
\$ 4,000	Maximum allowed assessed value.
<u>x .0065</u>	(6.5 state millage rate.)
\$ 26	State homestead exemption.
\$ 2,000	Maximum allowed assessed value.
<u>x .0075</u>	(15.5 Montgomery county millage rate less exclusion for schools.)
\$ 15	Montgomery county homestead exemption.
Total homestead exemption \$26 + \$15 = \$41.	
(There is no exemption for the City of Montgomery.)	
\$ 345	Total Property Tax Due.
<u>- 41</u>	Less homestead exemption.
\$ 304	Total tax due after homestead exemption.

If you have a \$1,000,000.00 manufacturing facility located in the City of Montgomery, the taxes would be:

\$1,000,000 fair market value of plant.
x .20% (.20 assessment ratio for commercial property.)
 \$ 200,000 Assessed value.

\$ 200,000 Assessed value.
x .0065 State millage rate.
 \$ 1,300 Total state property tax due.

\$ 200,000 Assessed value.
x .0155 Montgomery county millage rate.
 \$ 3,100 Total county tax due.

\$ 200,000 Assessed value.
x .0125 City of Montgomery millage rate.
 \$ 2,500 Total City of Montgomery tax due.

Total Tax Due:
 \$ 1,300 State.
 3,100 Montgomery county.
2,500 City of Montgomery.
 \$ 6,900 Total Property tax due. No homestead
 exemption applies to commercial property.

An example of property tax on an automobile would be:

For a 2000 Bonneville with a market value of \$19,200

Private Use Automobiles are assessed at 15%				Commercial Use Automobiles are assessed at 20%			
Assessed Value	\$2,880	Tax		Assessed Value	\$3,840	Tax	
Montgomery City Millage Rate	12.5	\$36.00		Montgomery City Millage Rate	12.5	\$ 48.00	
Montgomery County Millage Rate	15.5	44.64		Montgomery County Millage Rate	15.5	59.52	
State Rate	6.5	18.72		State Rate	6.5	24.96	
Total Millage Rate	34.5	\$99.36		Total Millage Rate	34.5	\$132.48	

The Property Tax Division may be reached at (334) 242-1525 or through the Department's website at www.ador.state.al.us (Property Tax).

The taxes administered by the Motor Vehicle Division include:

- IFTA
- IRP Registration Fees
- Mandatory Liability Insurance
- Miscellaneous Tags
- Motor Vehicle Title Fees
- Registration Fees (license taxes)



INTERNATIONAL FUEL TAX

AGREEMENT (IFTA) is an agreement

between member states and Canadian provinces

to simplify the reporting of motor fuel taxes for interstate motor carriers. Under this agreement, one tax return is filed **quarterly** for fuel consumed in all member states and Canadian provinces and, accordingly, one set of credentials (licenses/decals) will be honored by all member jurisdictions. **The quarterly tax reports are due by April 30, July 31, October 31, and January 31.**

INTERNATIONAL REGISTRATION PLAN (IRP) FEES – International registration license plates are issued by the Motor Vehicle Division in Montgomery to owners of commercial and private truck/truck tractor and trailer combinations with a registered or gross vehicle weight exceeding 26,000 pounds, or having three or more axles regardless of weight, that travel in interstate commerce (two or more states). These fees are paid under a staggered registration basis to the Motor Vehicle Division that establishes the renewal month of the registrants. Registration fees depend upon the heaviest weight to be hauled in the states (or provinces) in which or through which the vehicle will travel. Currently, forty-eight states, the District of Columbia, and ten Canadian provinces are members in the IRP. License fees vary for each state or province.

MANDATORY LIABILITY INSURANCE – In addition to law enforcement actions, Alabama's mandatory liability insurance laws for vehicles provide for random surveying of vehicle owners. Those not insured, or who fail to return the departmental questionnaire will have their motor vehicle registration (license plate) suspended. Also, anyone convicted of failing to have insurance on his or her vehicle will be surveyed annually for four years. Furthermore, anyone whose Alabama drivers license is suspended shall be surveyed. Suspended owners must pay a reinstatement fee (\$100 minimum) and provide proof of insurance prior to being reinstated.

MOTOR VEHICLE REGISTRATION FEES – This is an annual license tax or registration fee on each motor vehicle operated on the public highways of Alabama. The standard tax rate is \$23.00 for automobiles and for trucks up to 8,000 pounds; remaining rates are variable. There is also a Motor Vehicle Certificate of Title fee of \$15.00 due with the application for title to record ownership of the vehicle. These tags may be purchased and fees paid in the taxpayer's county of residence.

For more information regarding any of the taxes mentioned above, please contact the Motor Vehicle Division at (334) 242-9000 or through the Department's website at www.ador.state.al.us (Motor Vehicle).

Other Tax Considerations

Some things to be aware of:

Contact all the necessary agencies that you feel may affect your business or yourself. Do not rely on second hand information or someone else to contact all the agencies for you. There are forms that must be completed with information that only you will know about your business; and, usually, these must be signed with your original signature. All participants in the business should be actively involved in this process.

Be aware of how your tax returns, reports, and other paperwork are being handled regardless of whether you have an accountant, bookkeeper, etc. This paperwork affects your business and you should know what is going on. Do not blindly accept anything.

Keep six years of records so you can substantiate why you made a particular sale or took a par-

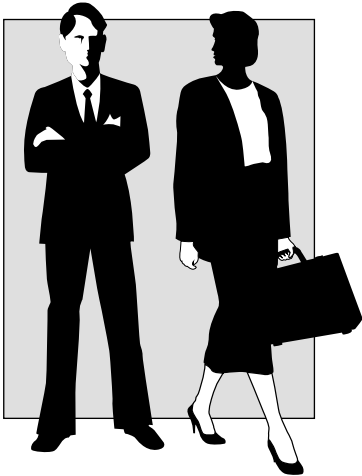
ticular deduction.

Be informed. Keep up with changes in state and federal tax laws which may affect you personally or your business. Your accountant or local district Revenue office should know of any changes and how they may affect your business. For any federal changes, contact the appropriate federal agency or office.

PLEASE respond to all correspondence from the IRS or the Alabama Department of Revenue even if the notice or billing seems incorrect; your response is the only way to resolve tax matters. No response to correspondence creates problems for both you and the agency involved.

100% Penalty Assessments

Most businesses have employees from whom they are required to withhold income taxes each time a payroll is met. In addition, many businesses are required to collect state and local sales taxes from customers as well as gasoline and motor fuel excise taxes. Once these taxes are withheld or collected, they are held "in trust" by the business or business owner until the tax return and payment become due. Because of this, these taxes are known as "trust fund" taxes. This means you as a business owner act in a fiduciary capacity for the state. You are charged with the legal duty to withhold and/or collect taxes for the state and hold them in trust until the law requires their payment on either a monthly or quarterly basis.



Most businesses regularly pay these trust fund taxes in a timely manner as the law requires. However, for a small minority of business owners, under-capitalization leads to mounting financial problems which, in turn, leads to the temptation to "borrow" from these trust fund taxes to pay other business creditors. Yielding to such temptation has serious consequences. The tax statutes provide stiff criminal sanctions for failure to pay these trust fund taxes to the state. Equally important are the civil sanctions which can be applied against a business owner. Civil sanctions include injunctions and entry of assessments which, when final, have the weight and legal authority of judgements.

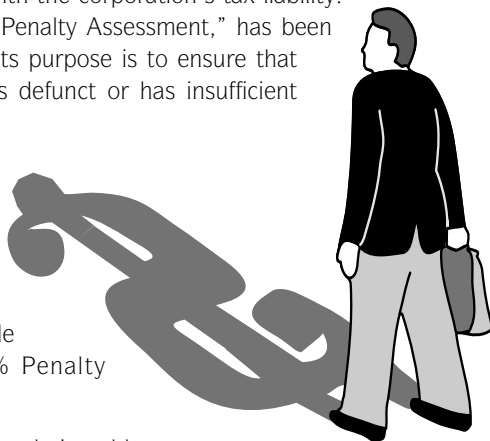
If you are a proprietor or a partner in a partnership, your personal assets may eventually be seized if it becomes necessary to assess you with these business-related taxes which go unpaid. Since all debts of proprietorships and partnerships follow their owners' assets, this fact is not surprising to most people. However, you may not be aware that, since 1984, the trust fund tax liabilities of corporations may be assessed to corporate officers and certain other key individuals within the corporation.

Many people purposely choose to incorporate their businesses for the protection afforded them under the limited liability concept. However, in 1984, the legislature passed a statute which gives

the Alabama Department of Revenue the authority to “pierce the corporate veil” and go directly to those individuals responsible for collecting, accounting for, and/or paying the trust fund taxes to the state.

For example, if you occupy a position within a corporation in which you have authority and control over the payment of creditors, and you choose to pay other creditors while trust fund taxes go unpaid, you may find yourself personally assessed with the corporation’s tax liability. This procedure, commonly referred to as a “100% Penalty Assessment,” has been used by the Internal Revenue Service since 1954. Its purpose is to ensure that tax revenues are not lost if a corporation becomes defunct or has insufficient assets from which the taxes can be collected.

Additionally, in recent years Alabama law has provided for new forms of business ownership such as Limited Liability Companies and Registered Limited Liability Partnerships. Under both of these forms of business ownership, members and partners may be held personally responsible for the tax liability of the business if a “100% Penalty Assessment” is entered by the Department.



Should you find yourself facing the prospect of not being able to pay all of the debts of your business or your corporation’s business as they become due, we encourage you to make payment of trust fund taxes your number one priority. Nothing is worse than having your business fail and still having to pay trust fund taxes that were collected or withheld by the business. Even filing a personal bankruptcy will not eliminate this type of liability. For more information regarding 100% Penalty Assessments, call the Alabama Department of Revenue, Collection Services Division at (334) 242-1220.

Other Taxes

There are other state and federal taxes which have not been mentioned in the previous pages which may be applicable to your particular business operation. These include taxes such as Unemployment Compensation, Alcoholic Beverage Control Revenues, Illegal Drug Tax, Insurance Companies Tax, Social Security Tax, Self-Employment Tax, Cigarette Tax, etc. The majority of these taxes are not administered by the Alabama Department of Revenue; however, if you need guidance in determining where you should start in contacting all the necessary taxing authorities, please contact the local Alabama Department of Revenue office nearest you. Our representatives can refer you to the agency which can assist you.

See attached list of our local offices.

Alabama Department of Revenue Offices

❑ **Auburn/Opelika Taxpayer Service Center**

3300 Skyway Drive
Auburn, AL 36830
Phone: (334) 887-9549

❑ **Birmingham Taxpayer Service Center**

2024 3rd Avenue North
Birmingham, AL 35203
Phone: (205) 323-0012 (Sales)
(205) 323-6387 (Income)

❑ **Decatur Taxpayer Service Center**

1403A Beltline Road, S.W.
Decatur, AL 35601
Phone: (256) 353-2932

❑ **Dothan Taxpayer Service Center**

344 North Oates Street
Dothan, AL 36303
Phone: (334) 793-5803

❑ **Gadsden Taxpayer Service Center**

235 College Street
Gadsden, AL 35901
Phone: (256) 547-0554

❑ **Huntsville Taxpayer Service Center**

994 Explorer Blvd.
Huntsville, AL 35806
Phone: (256) 922-1082
(256) 922-0438

❑ **Mobile Taxpayer Service Center**

857 Downtowner Blvd., Suite E
Mobile, AL 36609
Phone: (251) 344-4737

❑ **Montgomery Taxpayer Service Center**

1021 Madison Avenue
Montgomery, AL 36104
Phone: (334) 242-2677

❑ **Muscle Shoals Taxpayer Service Center**

3005 S. Wilson Dam Highway
Muscle Shoals, AL 35661
Phone: (256) 383-4631

❑ **Tuscaloosa Taxpayer Service Center**

518 19th Avenue
Tuscaloosa, AL 35401
Phone: (205) 759-2571

❑ **TDD Number** (334) 242-3061

Small Business Development Centers

- ❑ **Small Business Development Center
University of Alabama at Birmingham**
Room 201, 901 South 15th Street
Birmingham, AL 35294-2060
Phone: 205-934-6760 FAX: 934-0538
- ❑ **Small Business Development Center
University of North Alabama**
Box 5250 Keller Hall
Florence, AL 35632-0001
Phone: 256-765-4629 FAX: 765-4813
- ❑ **Northeast Alabama Regional Small
Business Development Center**
225 Church Street – PO Box 168
Huntsville, AL 35804-0168
Phone: 256-535-2061 FAX: 535-2050
- ❑ **Small Business Development Center
Jacksonville State University**
114 Merrill Hall, 700 Pelham Road N.
Jacksonville, AL 36265-1602
Phone: 256-782-5271 FAX: 782-5179
- ❑ **Small Business Development Center
University of Alabama**
250 Bidgood Hall
Box 870397
Tuscaloosa, AL 35487-0397
Phone: 205-348-7011 FAX: 348-9644
- ❑ **Small Business Development Center
University of West Alabama**
Station 35
Livingston, AL 35470
Phone: 205-652-3665
FAX: 652-3516
- ❑ **Small Business Development Center
Auburn University**
Suite 108 College of Business
Auburn University, AL 36849-5243
Phone: 334-844-4220 FAX: 844-4268
- ❑ **Small Business Development Center
Troy State University**
Bibb Graves, Room 102
Troy, AL 36082
Phone: 334-670-3771 FAX: 670-3636
- ❑ **Small Business Development Center
Alabama State University**
915 South Jackson Street
Montgomery, AL 36101
Phone: 334-229-4138 FAX: 229-4129
- ❑ **Small Business Development Center
University of South Alabama
Mitchell College of Business**
Room 118
Mobile, AL 36688-0002
Phone: 251-460-6004 FAX: 460-6246
- ❑ **Alabama International Trade Center
University of Alabama**
201 Bidgood Hall
Box 870396
Tuscaloosa, AL 35487-0396
Phone: 205-348-7621 FAX: 348-6974